First Time Users
PeopleSoft version 9

Accessing LEONet for the First Time

- Access Southeastern’s home page at:
  http://www.southeastern.edu
- Click on the MY DEN hyperlink located at the top of Southeastern’s home page.
- Click on First Time Users on the LEONet page.
- To obtain your University ID and Password
  o Key in your Social Security Number
  o Key in your Birth date
  o Click the Find My Account button
- Write down your University ID and initial Password.
- Click on “LEONet Main Page” to access LEO’s Sign In page.
- Sign In to LEONet--Students.
  o Key in your University ID in the ID field
  o Key in your initial Password in the Password field
  o Click the Sign In button

Once you know your University ID and initial Password, you may access LEONet:

- Click on the MY DEN hyperlink at the top of Southeastern’s home page.
- Click on LEONet--Students
- Key in your University ID and Password
- Click the Sign In button

Things to Remember when accessing LEONet:

- When signing in to LEONet, remember to use a capitol “W” with your University ID number and a capitol “S” with your initial password. LEONet Sign In fields are case-sensitive. Your e-mail password and your LEONet password are the same.

To View your Admissions Application Status click on:
Self Service>Student Admission>Application Status

To View Southeastern’s Course Catalog click on:
Self Service>Class Search/Browse Catalog>Browse Course Catalog
You can search for classes alphabetically.

To View Southeastern’s Schedule of Classes click on:
Self Service > Class Search/Browse Catalog
To find a specific class, select the term from the dropdown menu. In the Class Search Criteria box, select the Course Subject and at least one other search criteria. Click the Search button to view current class availability. See sample Search Criteria box below.

Enter Search Criteria

<table>
<thead>
<tr>
<th>Subject</th>
<th>URL of subject</th>
<th>URL of subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC300</td>
<td>Southeastern LA University</td>
<td>Financial Aid Year 2008-2009</td>
</tr>
<tr>
<td>ECON101</td>
<td>Southeastern LA University</td>
<td>Financial Aid Year 2009-2010</td>
</tr>
</tbody>
</table>

To find all Internet classes, click on “Additional Search Criteria” and choose Internet for the Location. Click the Search button to view current classes. 100% Internet will be denoted under Room on the page, for all others with room numbers listed click on the class and review the “Class Notes” to see the percentage of Internet.

To View Your Financial Aid Information click on:
Self Service > Campus Finances > View Financial Aid
Select the year you wish to view. Your award summary will display. See sample Financial Aid page below.

Financial Aid

Select Aid Year to View

Click the aid year you wish to view

<table>
<thead>
<tr>
<th>Aid Year</th>
<th>Institution</th>
<th>Aid Year Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>Southeastern LA University</td>
<td>Financial Aid Year 2007-2008</td>
</tr>
<tr>
<td>2009</td>
<td>Southeastern LA University</td>
<td>Financial Aid Year 2008-2009</td>
</tr>
<tr>
<td>2010</td>
<td>Southeastern LA University</td>
<td>Financial Aid Year 2009-2010</td>
</tr>
<tr>
<td>2011</td>
<td>Southeastern LA University</td>
<td>Financial Aid Year 2010-2011</td>
</tr>
</tbody>
</table>

Aid year listed indicate your access to eligibility information regarding your Financial Aid application.